

SIDE LETTER AGREEMENT  
BETWEEN  
THE CITY OF SAN JOSE  
AND  
THE SAN JOSE POLICE OFFICERS' ASSOCIATION

**Police Officer Recruitment Incentive**

The City and the POA agree to implement a Police Officer Recruitment Incentive Program for active, sworn Police personnel who recruit applicants for the classifications of Police Recruit and Police Officer.

Active San Jose police officers, sergeants, lieutenants, and captains (Referrer) who refer candidates for employment into Police Recruit or Police Officer vacancies may receive an incentive award of up to a total of \$6,000 for Police Recruit referrals or \$7,500 for Police Officer referrals (laterals). The program will be administered as follows:

**Program Guidelines**

1. The Referrer must be a current Police Officer, Sergeant, Lieutenant, or Captain employed with the City of San Jose.
  - A Referrer cannot be at the rank of Deputy Chief or above.
  - Current Police Officers, Sergeants, Lieutenants, or Captains involved in the recruiting and/or hiring of Police Officers are not eligible to receive an incentive award.
2. The applicant must provide the Referrer's name on his or her application **prior** to submitting the application for consideration.
  - The applicant may list more than one (1) Referrer on the application.
  - If multiple Referrers are named on the application, the incentive award will be divided evenly amongst the referrers.
3. The applicant must be hired into a full-time, permanent, budgeted vacancy as either a Police Recruit or Police Officer.
  - Lateral hires into the classification of Police Officer must not have been previously employed as a Police Officer with the San Jose Police Department.

**Incentive Award**

If the above criteria are met, the Referrer shall receive the incentive award as follows:

**Police Recruit** – (up to a total of \$6,000)

1. \$2,000 upon hire of the applicant
2. \$2,000 upon the new employee's successful completion of The San Jose Police Academy
3. \$2,000 upon the new employee's successful completion of the probationary period

**Police Officer** – (up to a total of \$7,500)

1. \$3,750 upon hire of the applicant

2. \$3,750 upon the new employee's successful completion of the probationary period

The Referrer shall receive the above amounts in the pay period following the new employee's successful completion of the items listed above. Incentive awards will be reported as taxable income.

The City and the POA agree that this Recruitment Incentive Program shall replace the current referral program in place whereby Department members are awarded up to 40 hours of compensatory time for referring Police Recruit candidates and up to 60 hours for Police lateral or direct entry candidates. This agreement shall become effective when signed by all parties below and shall expire two (2) years after the date of implementation.

**FOR THE CITY:**

_____ Jennifer Schembri Director of Employee Relations	_____ Date
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_____ Edgardo Garcia Interim Chief of Police	_____ Date
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**FOR THE UNION:**

_____ Paul Kelly President, SJPOA	_____ Date
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_____ James Gonzalez Vice President, SJPOA	_____ Date
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_____ Gregg Adam SJPOA Counsel	_____ Date
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